



# Emergency Planning for Businesses

**Businesses are just as vulnerable to emergency situations as are individuals. It is important for businesses to have comprehensive emergency plans to protect their employees and their customers, in addition to the survival of business operations.**

**Following these guidelines will help you in your planning process.**

- Develop a comprehensive emergency plan for your business.
- Work closely with your local law enforcement, fire, emergency medical service, and emergency management office in all planning endeavors. Coordination is the key to success.
- Make sure an evacuation plan is a vital part of your emergency plan.
- Conduct training classes with all employees on how to carry out your emergency plan. Your employees will look to you for direction and leadership in times of disaster.
- Have a National Oceanic and Atmospheric Administration (NOAA) Weather Radio in your office for official notification of any predictable disaster.
- Practice your emergency plan at least twice a year, making sure that you change any part of the plan that proves problematic during the practice.
- Maintain an accurate list of all employees, their phone numbers and emergency contact numbers for use in the event of an emergency.
- Back-up computer data on a regular basis. Consider file storage off-site to facilitate recovery.
- Include a recovery plan in your emergency plan. Before the disaster, identify the types of losses your business could incur.
- Identify an alternate site for your business operation. Know ahead of time places that would adequately facilitate continuation of your business.
- Develop an emergency contact list of the suppliers, insurance agents, and other individuals and organizations you might need to notify in the event of a disaster.
- Make certain your business has adequate insurance to cover losses incurred by a disaster.
- Maintain a current list of company equipment and resources, including model and serial numbers, along with the purchase price and vendor.
- If you have a home-operated business, don't assume your homeowner's insurance will cover your business. You might need an endorsement on your insurance policy to cover business losses. Check with your insurance agent before the disaster strikes.

## WASHINGTON MILITARY DEPARTMENT



### Emergency Management Division

www.emd.wa.gov  
1-800-562-6108

Building 20, MS: TA-20  
Camp Murray, WA  
98430-5122

This fact sheet is part of the *Disaster Preparation Handbook 2004* prepared by the Washington State Department of Health and the Washington Military Department's Emergency Management Division.